



City Manager  
SEP 19 2014  
RECEIVED

September 19, 2014

Tom Williams, City Manager  
City of Milpitas  
455 E. Calaveras Blvd.  
Milpitas, CA 95035

Dear Tom:

The International BBQ & Festival Committee and the Board of Directors of the Milpitas Chamber of Commerce are submitting for approval the attached Special Event Permit for the 2015 International BBQ & Festival.

After a very successful event in 2014 we would like to partner with the City of Milpitas again to host the 2<sup>nd</sup> Annual International BBQ & Festival. We learned many lessons at the last event and are already creating strategies so that there will be plenty of BBQ and an international flavor to the festival.

The event is scheduled for Saturday, May 30 and Sunday, May 31, 2015. Hours: 10:00am-6:00pm. The event will be located on South Milpitas Boulevard between Los Coches and Turquoise Streets. There will be a "friendly" cook-off between the local emergency responders. Also featured will be arts and crafts, food, refreshments, kids play area, and entertainment for the entire family.

The Chamber is requesting the following from the City Council:

1. To form a partnership with the City of Milpitas, which would give all of Silicon Valley a Milpitas community event featuring Milpitas businesses and an event which will unite our general community in fun and camaraderie.
2. We are requesting the City's partnership in the form of:
  - a. Waive all permit fees from the City of Milpitas
  - b. Waive business license fees required for a 2-day event, which would include vendors
  - c. Waive all inspection fees from the City of Milpitas
  - d. Approve placement of temporary signs and banners around the city advertising the event.



- e. Post event on electronic billboard located on 880
- f. Approve placement of message on City Reader Board
- g. Request the use of the Mobile Stage for the Community stage and waive the fees associated with the use of the stage
- h. Provide and place barricades and cones in appropriate closures of streets along with traffic control
- i. Provide security for the event

3. The Chamber will provide:

- a. All signage which would include the logo of the City of Milpitas
- b. All marketing materials would include the logo of the City of Milpitas
- c. Fund any extraneous expenses for the success of the event not covered by the City
- d. Procure all beverages, entertainment, contestants, vendors, and miscellaneous necessities for the success and safety of the event not covered by the City

We are looking forward to a successful event and a successful branding of this unique festival for years to come. We are also looking forward to a partnership that would benefit our community.

Respectfully,

Liz Ainsworth, President  
Milpitas Chamber of Commerce

Enclosures

**Project Number:**

\_\_\_\_\_



## **SPECIAL EVENT / ACTIVITY INFORMATION PACKET & APPLICATION**

“Special events and activities” means any temporary event or activity sponsored by a business, shopping center or organization which is held outside the confines of a permanent building.

To apply for a Special Event and Activity, please read the enclosed instructions and then complete this application. Submit your application, including the required attachments, no later than 45 days for a major event or 30 days for a minor event.

For specific references to the Milpitas Municipal Code regarding Special Events and Activities see Section XI-10-13.11

### **Approvals:**

Planning: \_\_\_\_\_ Date: \_\_\_\_\_

Fire: \_\_\_\_\_ Date: \_\_\_\_\_

Police: \_\_\_\_\_ Date: \_\_\_\_\_

Engineering: \_\_\_\_\_ Date: \_\_\_\_\_

Building: \_\_\_\_\_ Date: \_\_\_\_\_

## INSTRUCTIONS

### Introduction

A completed application may be filed as early as one year before an event, but must be received no later than 45 days (for a major event) or 30 days (for a minor event) before the actual event.

**“Special events and activities”** means any temporary event or activity sponsored by a business, shopping center or organization which is held outside the confines of a permanent building.

- A minor event is one that all of the activities, including parking associated with the event are confined to private property.
- A major event is one that in addition to the activities on a private property, has off-site parking, and/or partially or wholly takes place on the public right-of-way, except for activities customarily confined to sidewalks, such as walking or jogging/running.

It is our goal to help the event organizers in planning a safe and successful event that would create minimal impacts on the surrounding neighborhoods.

**Procedure:** *For first-time events please contact the Planning Division (408) 586-3279 to set up an appointment to review the application process for your event.*

The application process begins when you submit a completed application. The acceptance of this application should in no way be construed as approval of your request. Copies of the application will be sent to affected departments for their review. During the review, you will be notified if any additional information is required to process the application. You will be invited to meet with city staff at a pre-determined meeting called the Development Review Committee (DRC) to discuss the event prior to any approvals. Delays in providing information to city staff often delay the ability of the DRC to finish review and approve the application in a timely manner.

- Events that occur between one and three days can be reviewed by staff.
- Events that occur more than three days require review by the Planning Commission Subcommittee.
- Any event that has amplified music or live entertainment regardless of duration requires review by the Planning Commission Subcommittee.

**QUESTION TO GET STARTED**

- **Will the event be held exclusively on private property? If so, you will need to have the property owner sign the application for use of the site.**

*This event will not require off site parking, or the use of public right-of-way (except running/jogging events).*

☐ Yes ☒ No

*If you answered yes to the question above, your event is considered a "Minor" event. All other events are considered "Major".*

---

**SECTION 1: CONTACT INFORMATION AND AUTHORIZATION**

Please complete all of the following:

Event Title: Milpitas International BBQ & FestivalEvent Location (address): South Milpitas Blvd. (between Los Coches & Turquoise Streets)Applicant name: Liz AinsworthOrganization: Milpitas Chamber of CommerceE-mail: info@milpitaschamber.comPhone: 408-262-2613Mailing Address: 828 N. Hillview DriveMilpitas

City

95035

ZIP

Day of event contact (if different from applicant completing and submitting the form): Carla KearinPhone: 408-209-9530

Except as to the sole negligence or willful miscount of the city, the applicant/permittee shall defend indemnify and hold the city, and its officers, employees and agents harmless from any loss, damage, claim for damage, liability, expense, or cost, including attorneys' fees, which arise out of or is in any way connected with the special event or activity authorized herein. By signing this application, the applicant acknowledges that they may be billed for any unanticipated costs for city services arising from the event as a result of changes to the event or inaccurate application information.

Liz Ainsworth

Printed Name &amp; Signature

9/19/2014  
Date

Printed Name of Property owner or authorized agent for owner &amp; signature

Date

**SECTION 2: EVENT INFORMATION**

Please complete all of the following:

Setup/Preparation	Date: <u>5/29/15</u>	
Event starts	Date: <u>5/30/15</u>	Time: <u>10:00 AM</u>
Event ends	Date: <u>5/31/15</u>	Time: <u>6:00 PM</u>
Dismantle/Tear down	Date: <u>5/31/14</u>	

---

Anticipated attendance:	Total: <u>10,000</u>	Per day: <u>5,000</u>
-------------------------	----------------------	-----------------------

**Street closures**Will this event require any city streets to be closed? ☒ Yes ☐ No*If yes, specify which streets or cross streets and include a route site map.***Food**

If your event will have food preparations please specify cooking method:

Gas ☒Electric ☒Charcoal ☒Other (specify): Oil for Deep Fryers/Wood for Smokers*A permit may be required from the Santa Clara County Department of Public Health at (408) 918-3400.***Portable restrooms***A minimum of one (1) accessible toilet for persons with disabilities is required when multiple toilets are set side by side. If each toilet is scattered throughout the site, then each toilet must be accessible. Exceptions may be considered by the Building Department.***Lighting and sound**Will you be using any amplified sound (i.e. public address system)? ☒ Yes ☐ NoWill this event use any temporary lighting? ☒ Yes ☐ No*If yes, please describe:*

Extra lighting provided for each performance stage.

**EVENT NARRATIVE****Project Description**

Briefly provide a description of your event, including activities, timeline and sequence of events:

Dates: May 30 & May 31 (Saturday & Sunday)

The International BBQ & Festival will be a fun event featuring 1 day of a cookoff contest (not sanctioned) & 2 days of artisans, kid area, food courts, business booths, and the sale of beer, wine, soda & water.

Set-up would be the night before, Friday, May 29 with street closure and marking and setting up of the booths, stages, etc.

Event begins at 10am and closes at 6pm on Saturday & Sunday. Cookoff contest voting and tasting will be from 12pm - 4pm on Saturday only.

**Parking**

Describe where event participants are expected to park their vehicles:

We are working on securing permission from Flextronics to use their parking lot for the Artisan's RV parking as well as parking for other vendors & volunteers.

**Security Plan**

Describe your security plan, including crowd control:

*Include the security company name, contact information and the amount of security personnel.*

No security company has been approached yet. We have proposed to the City of Milpitas, a partnership, which would include security for the event. Our intent is for security to be performed after hours, which would include Friday night after set-up is completed (9pm Friday - 8am Sunday)

**Americans with Disabilities (ADA) compliance**

Describe how your event will be accessible to people with disabilities (*such as parking, restrooms and accessible path of travel to all event functions*):

Portalets for handicap will be provided in an area to be determined. Easy access from Los Coches and Turquoise. The entire event is in the street.

**Recyclables and garbage handling**

Describe your plan for cleanup and removal of recyclable goods and garbage during and after your event:

Dumpsters will be provided by Republic Services for garbage dumping. We intend to engage a conservation group to provide and take care of recyclable bins throughout the event.



**SECTION 3: SITE MAP CHECKLIST: City staff is available to help you through this process.**

Provide a site plan/route map for your event on a separate sheet. **Provide six copies of this site plan/map (11" x 17" min size).** The map should include the following information:

- ☐ An outline of the event site, including the names of the streets or areas that are a part of the venue and surrounding area. If the event includes a moving route of any kind (such as a parade), indicate the direction of travel, including the starting location and ending destination. Include north arrow.
- ☐ Any street or lane closures.
- ☐ The locations of fencing, barriers or barricades. Include any removable fencing for emergency access. (include height of barriers)
- ☐ The location of first-aid facilities
- ☐ The location of all stages, platforms, booths, cooking areas, trash containers, tents/canopies, etc. (Include dimensions, such as height and length)
- ☐ The location of any food booths and cooking area configuration including all vendors cooking with flammable gases or barbeque grills. (Include dimensions, such as height and length)
- ☐ Generator locations and/or source of electricity
- ☐ Placement of vehicles or trailers used for the event (include dimensions)
- ☐ Anticipated parking locations and number of parking. Show that parking is available for persons with disabilities. These parking spaces shall be dispersed and located closest to the accessible entrances *to the event*. One in every eight accessible parking spaces, but not less than one accessible parking space shall be Van accessible.
- ☐ Placement of promotional signs or banners
- ☐ Placement of portable toilets/rest room facilities (label accessible or non-accessible for people with disabilities)
- ☐ Exit locations for outdoor events that have fences
- ☐ Location of all other event activities
- ☐ Location of temporary lighting
- ☐ Location of temporary speakers

- ☐ Fire truck access to existing building/structures shall remain clear and unobstructed (20 feet min).
- ☐ Fire truck access shall be maintained to the proposed event.
- ☐ Show that Fire equipment and appliances (hydrants, fire department connection valve, etc) shall remain clear and unobstructed (25 feet min.).

---

- ☐ Show and identify the proposed method of separation between event area and vehicle traffic (20 feet min.).
- ☐ Show that the location of tables, booths and other equipment are not obstructing parking for persons with disabilities and indicate an accessible path of travel from these parking stalls to main entrance to the building and facilities.
- ☐ If any amusement structures are proposed, show how the structure can accommodate those with disabilities.
- ☐ For major events, provide a traffic handling plan (see sample).
- ☐ Show solid waste collection area.

**SECTION 4: INSURANCE INFORMATION**

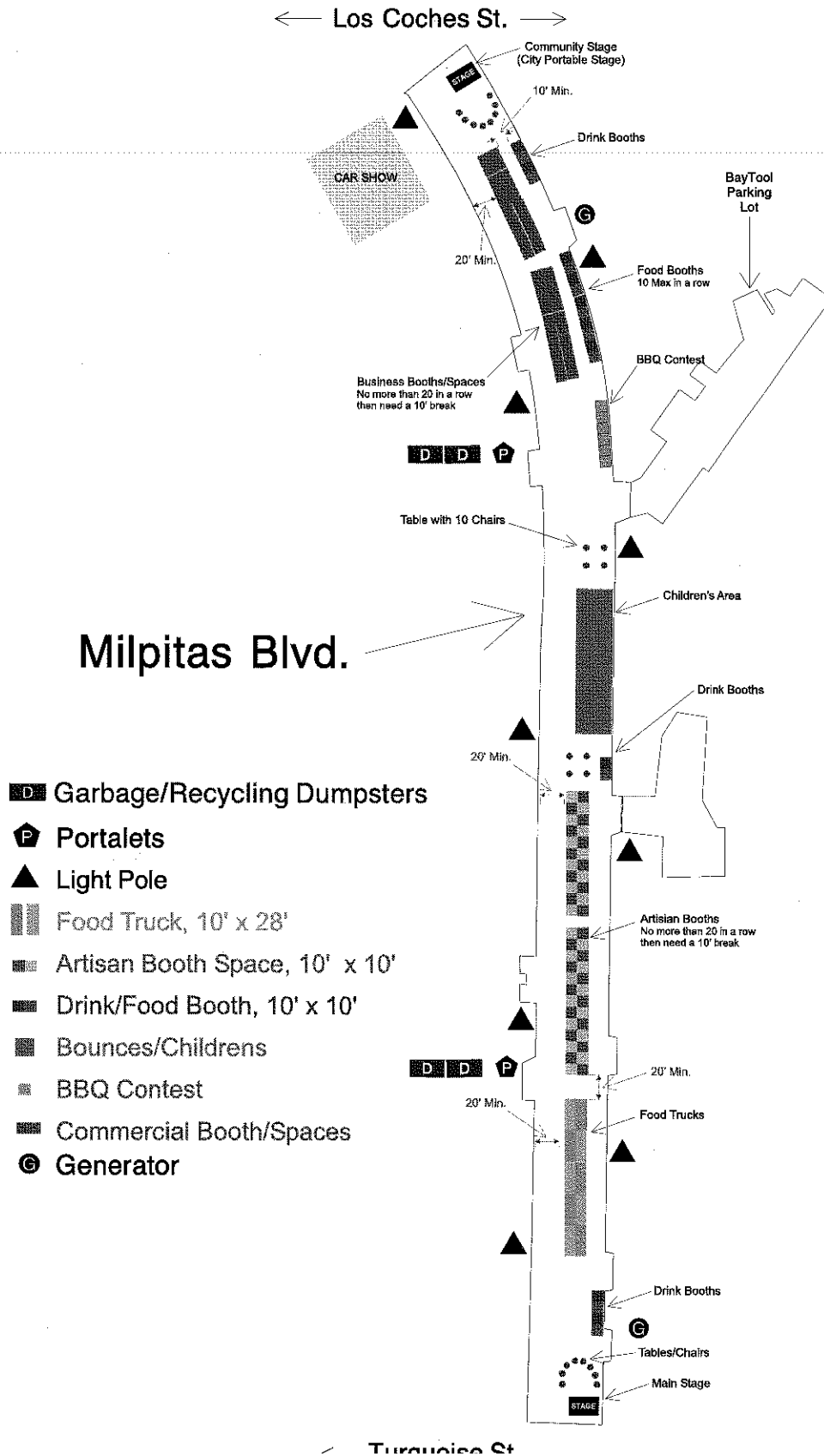
A public liability and property damage insurance policy issued by an insurance company authorized to do business in California, naming the City of Milpitas, its officers, agents and employees as co-insured may be required. Depending on the scope of the event, a minimum of \$1 million or more may be required.

Insurance application submitted for bid.

---

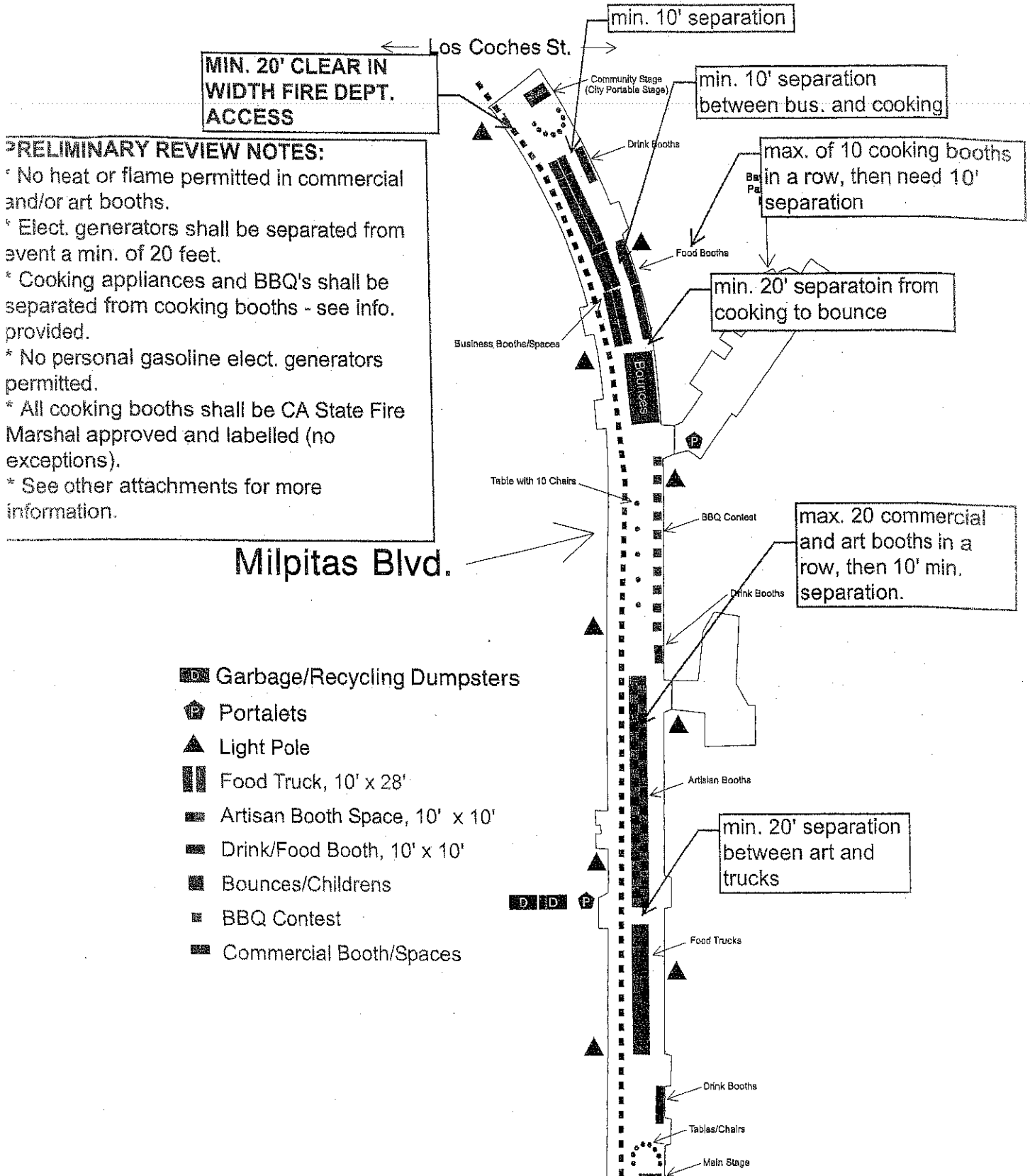
# Int'l BBQ & Festival Overall Layout

Revised 03/31/2014



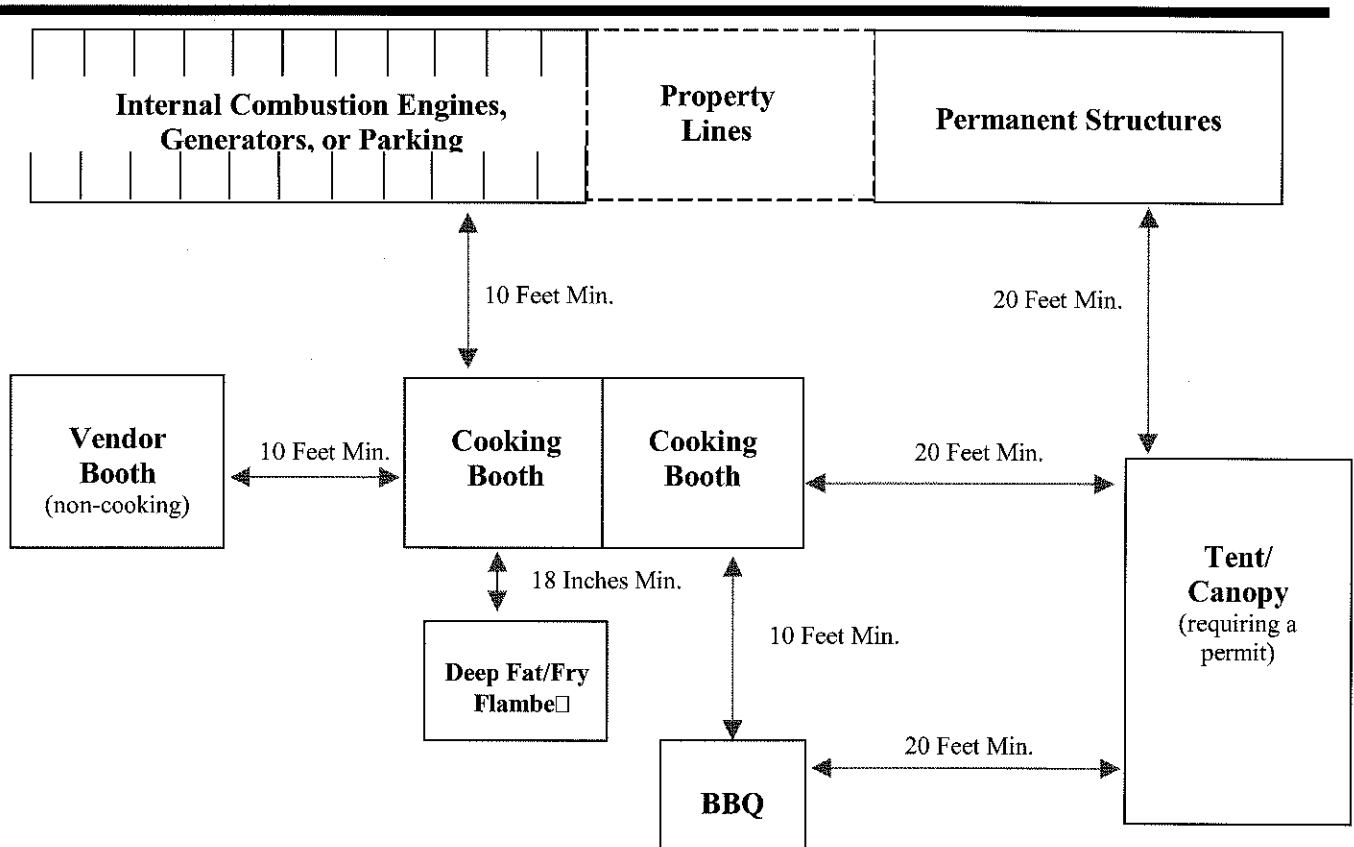
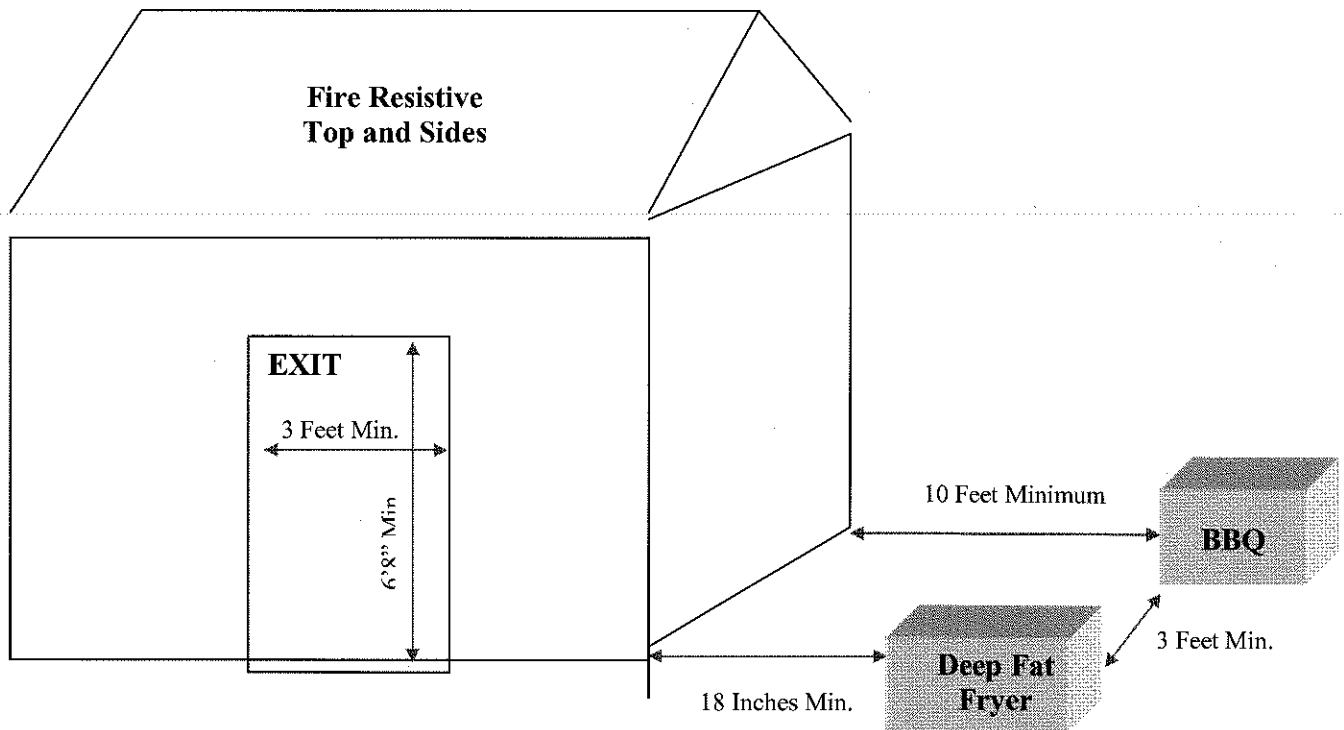
# Int'l BBQ & Festival Overall Layout

Revised 07/18/2013



# FESTIVAL COOKING BOOTHS

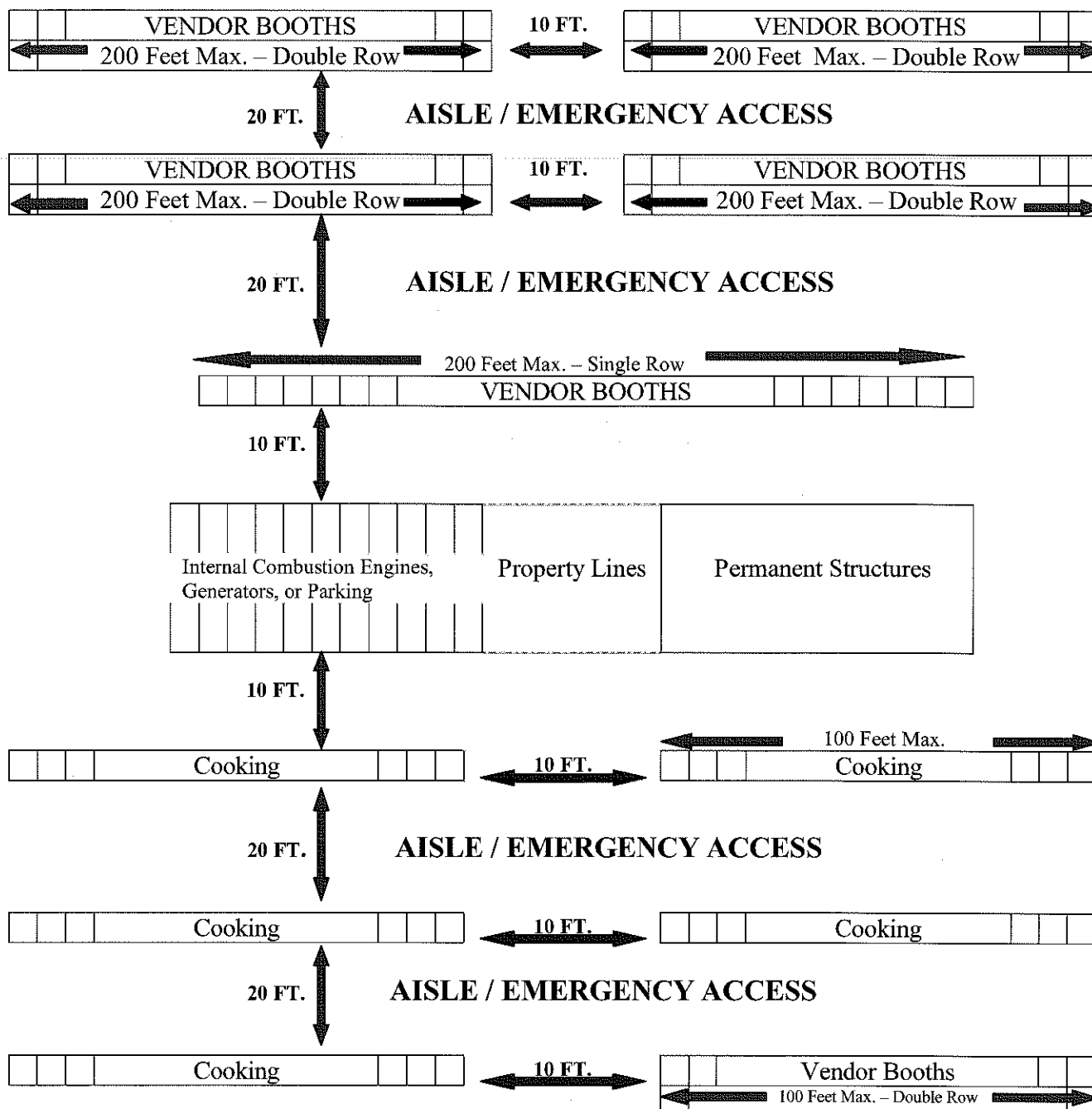
For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction  
 Authority Cited: California Fire Code (CFC)



# FESTIVAL VENDOR AND COOKING BOOTH LOCATIONS

*For Use by Unidocs Member Agencies or where approved by your Local Jurisdiction*

*Authority Cited: California Fire Code*



**Note:** Cooking Booths are limited to single rows only. Back-to-back rows are not permitted. Maximum length of row is 100 feet.

POLICE						
DATE	DAY	DESCRIPTION	STAFF	HOUR(S)	RATE *	COST
5/30/2014	Friday	Assist Public Works staff with road closures	1	2	77	\$ 154.00
5/30/2014	Friday	Supervise explorers and citizen volunteers during overnight security	1	8	77	\$ 616.00
5/31/2014	Saturday	General security during the event	2	10	77	\$ 1,540.00
5/31/2014	Saturday	Supervise explorers and citizen volunteers during overnight security	1	10	77	\$ 770.00
6/1/2014	Sunday	General security during the event	2	10	77	\$ 1,540.00
6/1/2014	Sunday	Assist Public Works staff with road openings	1	2	77	\$ 154.00
		Total				\$ 4,774.00
FIRE - Emergency Response Division						
DATE	DAY	DESCRIPTION	STAFF	HOUR(S)	RATE	COST
5/31/2014	Saturday	Advance Life Support Fire Rig				
		Captain	1	10	80.53	\$ 805.30
		Engineer/Medic	1	10	79.29	\$ 792.90
		Fire Fighter/Medic	2	10	74.067	\$ 740.67
5/31/2014	Sunday	Advance Life Support Fire Rig				
		Captain	1	10	80.53	\$ 805.30
		Engineer/Medic	1	10	79.29	\$ 792.90
		Fire Fighter/Medic	2	10	74.06	\$ 740.60
		Total				\$ 4,677.67
FIRE - Fire Prevention Bureau						
DATE	DAY	DESCRIPTION	STAFF	HOUR(S)	RATE	COST
5/30/2014	Friday	After Hours Inspections	1			\$ 738.00
		Temporary Fire Assembly Permit				\$ 1,312.00
		Fire Dept. Automation Fee				\$ 6.77
		Archive Fee				\$ 25.00
		Total				\$ 2,081.77
PUBLIC WORKS						
DATE	DAY	DESCRIPTION	STAFF	HOUR(S)	RATE	COST
5/30/2014	Friday	Road Closure and Detour Set Up	4	2	50	\$ 400.00
6/1/2014	Sunday	Street clean up	4	3	50	\$ 600.00
6/1/2014	Sunday	Road Opening and Removal of Detour Set Up	4	2	50	\$ 400.00
		Total				\$ 1,400.00
BUILDING DIVISION						
DATE	DAY	DESCRIPTION	STAFF	UNIT	RATE	COST
		Electrical Permit		10	\$182.43 + \$55.30 per additional unit	\$ 514.23
		Total				\$ 514.23
PLANNING DIVISION						
DATE	DAY	DESCRIPTION	STAFF	HOUR(S)	RATE	COST
		Special Event Permit	1	5	150.17	\$ 750.85
		Total				\$ 750.85
RECREATION SERVICES						
DATE	DAY	DESCRIPTION	STAFF	HOUR(S)	RATE	COST
		Rental Deposit for Mobile Stage				\$ 1,000.00
		Rental Fee per day		48	350/day	\$ 700.00
	Friday	Set Up	2	2.5	30	\$ 150.00
	Sunday	Tear Down	2	2.5	30	\$ 150.00
		Tranportation and towing	1	2	50	\$ 100.00
		Total				\$ 2,100.00

Total Overtime Staff Cost (Non-Deductible)	\$ 11,251.67
Total Fees	\$ 5,046.85
Total Fees and Labor Charges	\$ 16,298.52